

Customer Service Agreement Termination Letter Template

This **customer service agreement termination letter template** provides a clear and professional format to officially end service contracts. It ensures that all parties understand the termination terms and obligations. Using this template helps maintain good business relations while protecting legal rights.

Sample Termination Letter

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Termination of Customer Service Agreement

Dear [Recipient Name],

This letter is to formally notify you that [Your Company Name] will be terminating the customer service agreement with [Recipient Company Name] dated [Agreement Start Date], effective as of [Termination Effective Date]. This decision has been made in accordance with the terms outlined in the agreement.

Please ensure all final service deliverables and outstanding invoices are resolved and settled by the termination date. If you have any questions or require further clarification regarding this termination, feel free to contact us at your earliest convenience.

We appreciate the business relationship we have shared and wish you future success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]